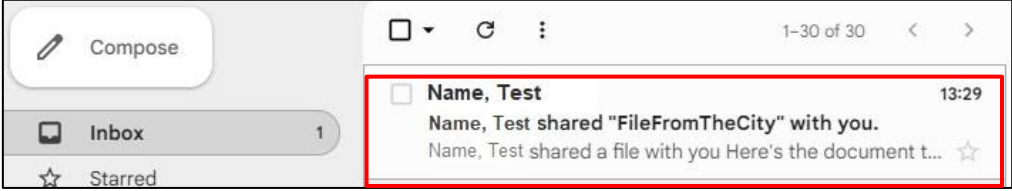
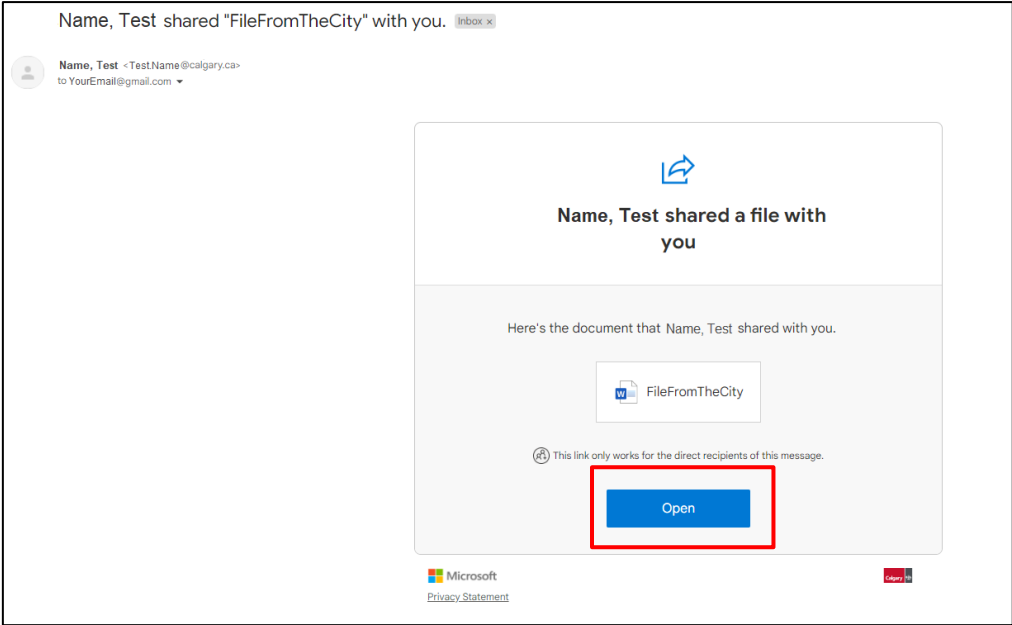
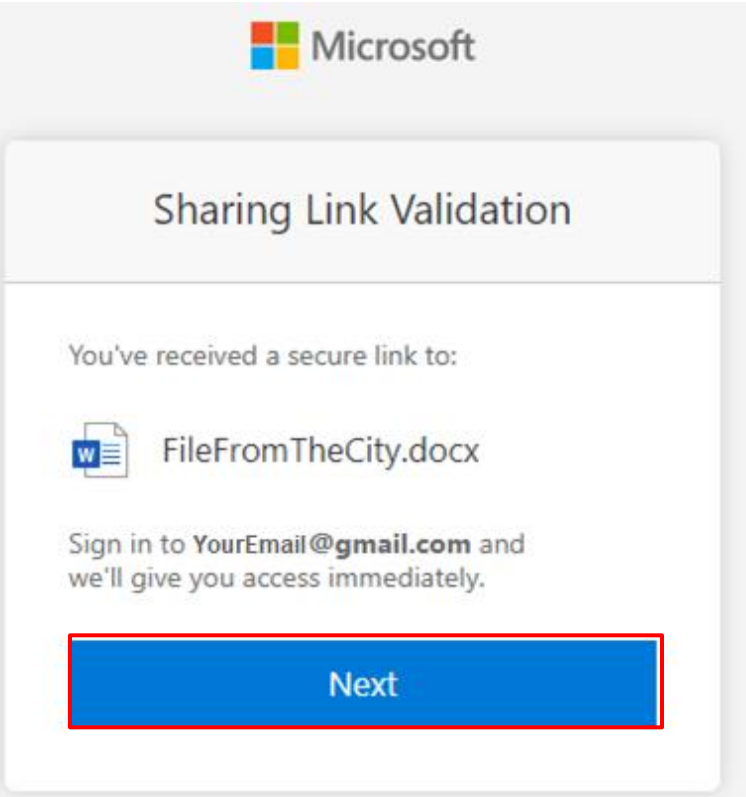
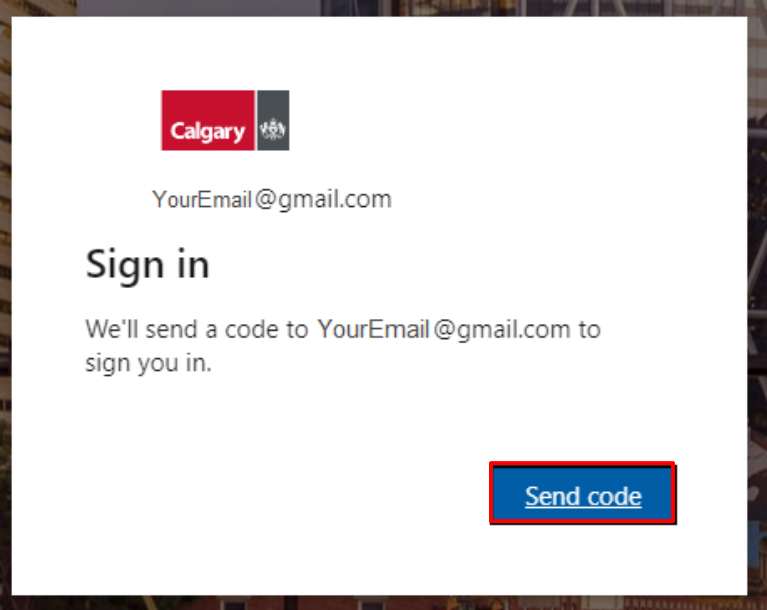
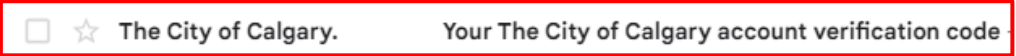
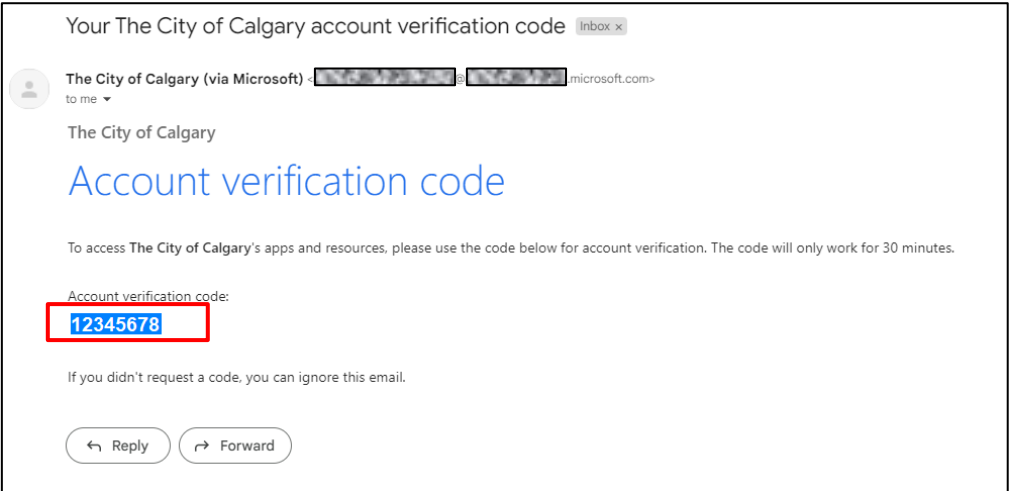
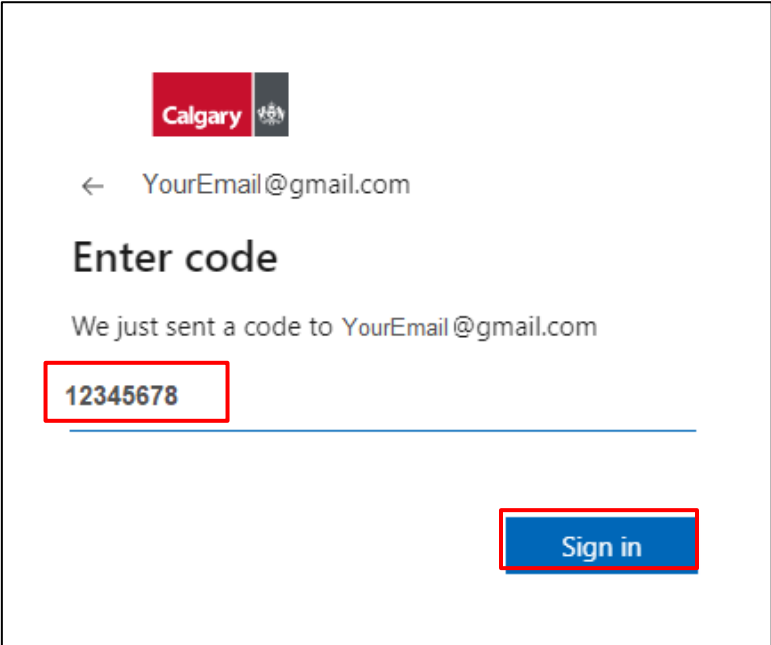


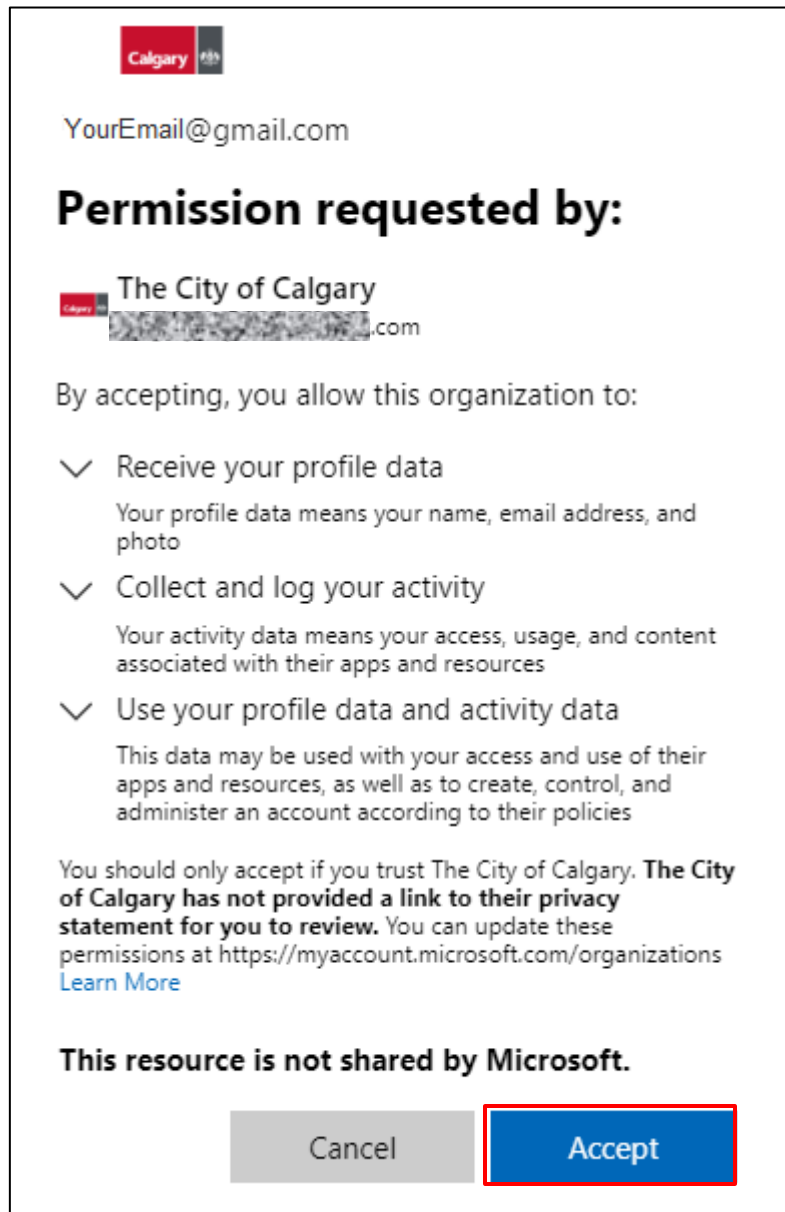
How to access a file that was shared with you by your City of Calgary contact if you **DO NOT have a Microsoft account:**

Step	Action
1.	<p>Open the email that you received from your City contact.</p> 
2.	<p>Click the Open button in the email.</p> 

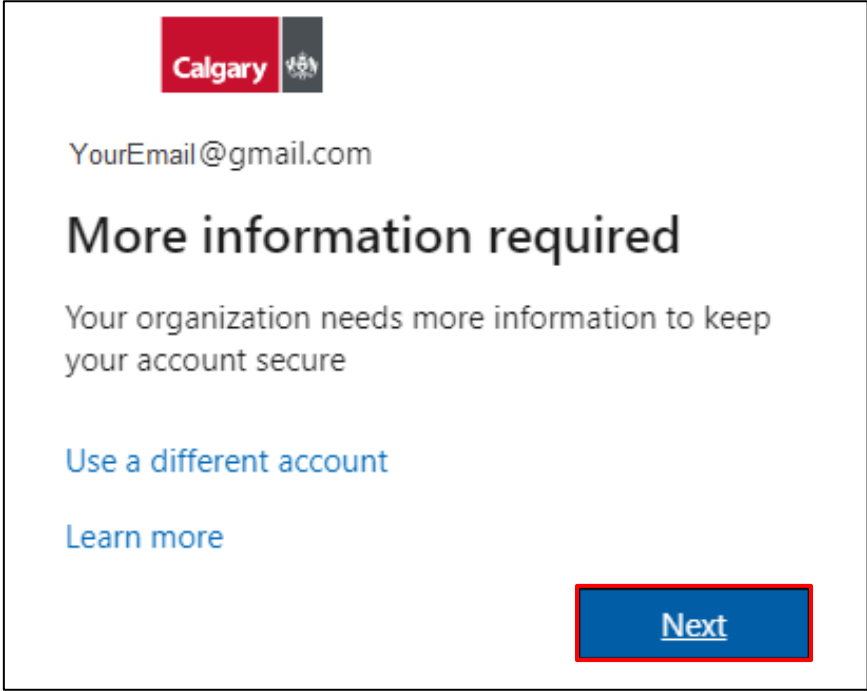
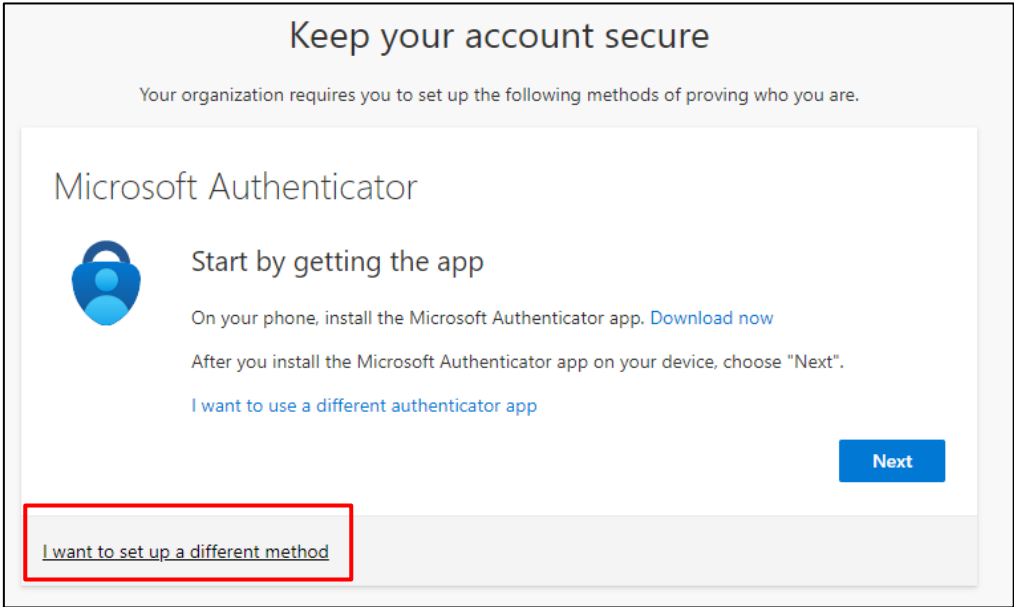
<p>3.</p>	<p>A tab will open in your web browser.</p>  <p>The screenshot shows a Microsoft 'Sharing Link Validation' dialog box. At the top is the Microsoft logo. Below it, the text reads 'Sharing Link Validation'. Underneath, it says 'You've received a secure link to:' followed by a Word document icon and the filename 'FileFromTheCity.docx'. Below that, it says 'Sign in to YourEmail@gmail.com and we'll give you access immediately.' At the bottom, there is a blue button with the text 'Next' highlighted by a red border.</p> <p>Click the Next button</p>
<p>4.</p>	<p>At the Sign in screen, click the Send code button.</p>  <p>The screenshot shows a 'Sign in' screen with the Calgary logo at the top. Below the logo is the email address 'YourEmail@gmail.com'. The main heading is 'Sign in'. Below that, it says 'We'll send a code to YourEmail@gmail.com to sign you in.' At the bottom right, there is a blue button with the text 'Send code' highlighted by a red border.</p> <p>A code will be emailed to you.</p>

5.	<p>Go back to your email and open the new email from The City of Calgary.</p> 
6.	<p>Copy the verification code that is in the email.</p> 
7.	<p>Go back to your web browser and paste the verification code in.</p>  <p>Click the Sign in button.</p>

8. On the Permission screen, **click the Accept** button.



The screenshot shows a permission request from 'The City of Calgary'. At the top is the Calgary logo and the email 'YourEmail@gmail.com'. The main heading is 'Permission requested by:'. Below this is the City of Calgary logo and a blurred email address ending in '.com'. The text reads: 'By accepting, you allow this organization to:'. There are three checked items: 'Receive your profile data' (with subtext: 'Your profile data means your name, email address, and photo'), 'Collect and log your activity' (with subtext: 'Your activity data means your access, usage, and content associated with their apps and resources'), and 'Use your profile data and activity data' (with subtext: 'This data may be used with your access and use of their apps and resources, as well as to create, control, and administer an account according to their policies'). A warning message states: 'You should only accept if you trust The City of Calgary. The City of Calgary has not provided a link to their privacy statement for you to review. You can update these permissions at <https://myaccount.microsoft.com/organizations> [Learn More](#)'. At the bottom, there are two buttons: a grey 'Cancel' button and a blue 'Accept' button, which is highlighted with a red border.

<p>9.</p>	<p>Microsoft will then request more information to secure your account. Click the Next button.</p> <div data-bbox="365 380 1227 1066"><p>The screenshot shows a Microsoft account security page for the organization 'Calgary'. At the top left is the Calgary logo. Below it, the email address 'YourEmail@gmail.com' is displayed. The main heading is 'More information required'. Below this, a message states: 'Your organization needs more information to keep your account secure'. There are two links: 'Use a different account' and 'Learn more'. At the bottom right, there is a blue button labeled 'Next' which is highlighted with a red border.</p></div>
<p>10.</p>	<p>To secure your account using text message, click I want to set up a different method.</p> <div data-bbox="365 1234 1373 1837"><p>The screenshot shows a Microsoft Authenticator setup page. The heading is 'Keep your account secure'. Below it, a message states: 'Your organization requires you to set up the following methods of proving who you are.' The main heading is 'Microsoft Authenticator'. There is a blue shield icon with a lock. Below the icon, the text says 'Start by getting the app'. Underneath, it says 'On your phone, install the Microsoft Authenticator app. Download now'. Below that, it says 'After you install the Microsoft Authenticator app on your device, choose "Next".' There are two links: 'I want to use a different authenticator app' and 'Next'. At the bottom left, there is a link 'I want to set up a different method' which is highlighted with a red border.</p></div>

<p>11.</p>	<p>Select Phone from the menu and click the Confirm button.</p> <div data-bbox="367 348 1000 730" style="border: 1px solid black; padding: 10px;"> <p>Choose a different method ×</p> <p>Which method would you like to use?</p> <div style="border: 1px solid red; padding: 2px;"> Phone ▼ </div> <div style="display: flex; justify-content: center; gap: 20px; margin-top: 10px;"> Cancel Confirm </div> </div>
<p>12.</p>	<p>Select your country and enter your phone number. Select Text me a code and click the Next button.</p> <div data-bbox="367 856 1409 1638" style="border: 1px solid black; padding: 10px;"> <p style="text-align: center;">Keep your account secure</p> <p style="text-align: center; font-size: small;">Your organization requires you to set up the following methods of proving who you are.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>Phone</p> <p>You can prove who you are by answering a call on your phone or texting a code to your phone.</p> <p>What phone number would you like to use?</p> <div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 5px;">Canada (+1) ▼</div> <div style="border: 1px solid red; padding: 2px 10px; margin-right: 5px;">XXX-XXX-XXXX</div> </div> <div style="margin-top: 10px;"> <p><input checked="" type="radio"/> Text me a code</p> <p><input type="radio"/> Call me</p> <p style="font-size: x-small;">Message and data rates may apply. Choosing Next means that you agree to the Terms of service and Privacy and cookies statement.</p> <div style="text-align: right; margin-top: 10px;"> Next </div> <p style="font-size: x-small; margin-top: 10px;">I want to set up a different method</p> </div> </div> </div> <p>You will receive a text message with a code to your mobile phone.</p>

<p>13.</p>	<p>Enter this code and click the Next button.</p> <div data-bbox="367 344 1373 894"><p>Keep your account secure</p><p>Your organization requires you to set up the following methods of proving who you are.</p><p>Phone</p><p>We just sent a 6 digit code to +1 XXX-XXX-XXXX Enter the code below.</p><input data-bbox="389 636 545 678" type="text" value="123456"/><p>Resend code</p><p><input type="button" value="Back"/> <input data-bbox="1224 737 1346 779" type="button" value="Next"/></p><p>I want to set up a different method</p></div>
<p>14.</p>	<p>You registration will be confirmed.</p> <div data-bbox="367 984 1373 1377"><p>Keep your account secure</p><p>Your organization requires you to set up the following methods of proving who you are.</p><p>Phone</p><p><input checked="" type="checkbox"/> SMS verified. Your phone was registered successfully.</p><p><input data-bbox="1224 1283 1333 1335" type="button" value="Next"/></p></div> <p>Click the Next button. Once completed, you will see a success confirmation. Click the Done button.</p>

15.

If you are prompted to choose an account, ensure that you select the same email address that you have been using during the preceding steps.

